

PART 13

SIMPLIFIED ACQUISITION PROCEDURES

13.000 Scope of part.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
This part prescribes policies and procedures for the acquisition of supplies, services, and construction from commercial sources, the aggregate amount of which does not exceed \$25,000.	This part prescribes policies and procedures for the acquisition of supplies and services, including construction and research and development, the aggregate amount of which does not exceed the simplified acquisition threshold (see 13.103(b)). See 36.602-5 for simplified procedures to be used when acquiring architect-engineering services.

SUBPART 13.1—GENERAL

13.101 Definitions.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
"Bulk funding" means a system whereby a contracting officer receives authorization from a fiscal and accounting officer to obligate funds on purchase documents against a specified lump sum of funds reserved for the purpose for a specified period of time rather than obtaining individual obligation authority on each purchase document	"Bulk funding" means a system whereby a contracting officer receives authorization from a fiscal and accounting officer to obligate funds on purchase documents against a specified lump sum of funds reserved for the purpose for a specified period of time rather than obtaining individual obligational authority on each purchase document.
"Delivery Order," as used in this part, means an order for supplies or services placed against an established contract or with Government sources of supply.	"Delivery order " means an order for supplies or services placed against an established contract or with Government sources of supply.
	"Governmentwide commercial purchase card" means a purchase card, similar in nature to a commercial credit card, issued to authorized agency officials for their use in acquiring supplies and services. [FAC 90-24]
	Imprest fund" means a cash fund of a fixed amount established by an advance of funds, without charge to an appropriation, from an agency finance or disbursing officer to a duly appointed cashier, for disbursement as needed from time to time in making payment in cash for relatively small amounts.

“Micro-purchase” means an acquisition of supplies or services (except construction), the aggregate amount of which does not exceed \$2,500. Micro-purchases for construction are limited to \$2,000. [FAC 90-24]

~~“Purchase Order,” as used in this part, means an offer by the Government to buy certain supplies or services and construction from commercial sources, upon specified terms and conditions, the aggregate amount of which does not exceed the small purchase limit. The Optional Form 347, Order for Supplies or Services, is designed for this purpose.~~

~~" "Small purchase procedures" means the methods prescribed in this part for making small purchases using imprest funds, purchase orders, and blanket purchase agreements. The term excludes—~~
~~—(a) Requirements obtained through the use of Delivery Orders;~~
~~—(b) Contracts with the Small Business Administration (SBA) under Section 8(a) of the Small Business Act (see Part 19); and~~
~~—(c) Contracts awarded through (1) sealed bidding (see Part 14), (2) the negotiation procedures in Part 15, or (3) small business or labor surplus area set-asides (see Parts 19 and 20), other than small business-small purchase set-asides prescribed in 13.105.~~

~~* * * * *~~

~~13.104(f) This part does not preclude using (1) Standard Form 1442, Solicitation, Offer and Award (Construction, Alteration, or Repair), for construction contracts (see 36.701(b)) or (2) negotiated two-party contracts (see Part 15), for acquisitions not exceeding the small purchase limitation.~~

~~“Small purchase” means an acquisition of supplies, services, and construction in the amount of \$25,000 or less using the procedures prescribed in this part.~~

"Purchase order" means an offer by the Government to buy supplies or services, including construction and research and development, upon specified terms and conditions, using simplified acquisition procedures.

Simplified acquisition procedures" means the methods prescribed in this part for making purchases of supplies or services using imprest funds, purchase orders, blanket purchase agreements, Governmentwide commercial purchase cards, or any other appropriate authorized method.

"Simplified acquisition threshold" means \$100,000 (but see 13.103(b)). In the case of any contract to be awarded and performed, or purchase to be made, outside the United States in support of a contingency operation, the term means \$200,000.

13.102 Purpose.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
The purpose of this part is to prescribe simplified procedures for small purchases in order to (1) reduce administrative costs and (2) improve opportunities for small business concerns and small disadvantaged business concerns to obtain a fair proportion of Government contracts.	The purpose of this part is to prescribe simplified acquisition procedures in order to— (a) Reduce administrative costs; (b) Improve opportunities for small business and small disadvantaged business concerns to obtain a fair proportion of Government

contracts; (c) Promote efficiency and economy in contracting; and, (d) Avoid unnecessary burdens for agencies and contractors.

13.103 Policy.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
<p>(a) The procedures prescribed in this part shall be used to the maximum extent practicable for all purchases of supplies or services not exceeding the small-purchase limitation unless requirements can be met by using required sources of supply (see Part 8).</p> <p>(b) Small-purchase procedures shall not be used in the acquisition of supplies and services initially estimated to exceed the small-purchase limitation even though resulting awards do not exceed that limit. Requirements aggregating more than the small-purchase dollar limitation shall not be broken down into several purchases that are less than the limit merely to permit negotiation under small-purchase procedures.</p> <p>(e) Small-purchase procedures may be used to acquire personal services if the agency has specific statutory authority to acquire personal services by contract (see 37.104).</p>	<p>(a) Simplified acquisition procedures shall be used to the maximum extent practicable for all purchases of supplies or services not exceeding the simplified acquisition threshold unless requirements can be met by using required sources of supply under Part 8 (e.g., Federal Prison Industries, Committee for Purchase from People who are Blind or Severely Disabled, and Federal Supply Schedule contracts) or orders under Federal Information Processing multiple award schedule contracts.</p> <p>(b) Simplified acquisition procedures may not be used for contract actions exceeding \$50,000, and not exceeding the simplified acquisition threshold, unless the contracting office making the purchase has been certified as having interim FACNET in accordance with 4.505-1. The contracting office shall not use simplified acquisition procedures for contract actions exceeding \$50,000 after December 31, 1999, unless the office's cognizant agency has certified full FACNET capability in accordance with 4.505-2.</p> <p>(c) Simplified acquisition procedures shall not be used in the acquisition of supplies and services initially estimated to exceed the simplified acquisition threshold even though resulting awards do not exceed that threshold. Requirements aggregating more than the simplified acquisition threshold shall not be broken down into several purchases that are less than the threshold merely to permit use of simplified acquisition procedures.</p> <p>(d) Simplified acquisition procedures may be used to acquire personal services if the agency has specific statutory authority to acquire personal services (see 37.104).</p>

(e) FACNET is the preferred means for acquiring supplies and services, including construction and research and development, in amounts exceeding the micro-purchase threshold but not exceeding the simplified acquisition threshold.

(f) Contracting officers shall establish deadlines for the submission of responses to solicitations which afford contractors a reasonable opportunity to respond.

(g) Contracting officers are encouraged to use innovative approaches in awarding contracts using the simplified acquisition procedures under the authority of this part. For example, the procedures of other FAR parts may, as appropriate, be adapted for use in awarding contracts under this part. Other FAR parts that may be adapted include, but are not limited to—

(1) Part 14, Sealed Bidding;

(2) Part 15, Contracting by Negotiation;

(3) Part 11, Acquisition and Distribution of Commercial Products; and

(4) Part 36, Construction and Architect-Engineer Contracts, including the use of Standard Form 1442, Solicitation, Offer and Award (Construction, Alteration, or Repair), for construction contracts (see 36.701(b)).

13.104 Procedures.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
(a) Contracting officers shall use the small purchase procedure that is most suitable, efficient, and economical in the circumstances of each acquisition. Contracting officers may use the procedures in this part in acquisitions from Government supply sources (see Part 8), if their use is authorized by the basic contract or concurred in by the source.	(a) Contracting officers shall make awards under this part in the simplified manner that is most suitable, efficient, and economical in the circumstances of each acquisition. Contracting officers may use the procedures in this part in acquisitions from Government supply sources (see Part 8), if their use is authorized by the basic contract or concurred in by the source.
(b) Related items (such as small hardware items or spare parts for vehicles) may be included in one solicitation and the award made on an "all-or-none" basis if suppliers are so advised when quotations are requested.	(b) Related items (such as small hardware items or spare parts for vehicles) may be included in one solicitation and the award made on an "all-or-none" basis if suppliers are so advised when quotations are requested.

(c) Agencies shall use bulk funding to the maximum extent practicable to reduce processing time, handling, and documentation. Bulk funding is particularly appropriate if numerous purchases using the same type of funds are to be made during a given period.

(d) Agencies shall inspect items or services acquired under ~~small purchase~~ procedures as prescribed in 46.404

(e) Agencies shall use United States-owned foreign currency, if appropriate, in making payments for ~~small purchases~~ (see Subpart 25.3).

~~{(f) See Interim 13.101}~~

~~(g)~~ For proposed purchases covered by this part, see ~~5.101(a)(2)~~ for public display requirements.

~~(h)~~ When a quotation, oral or written, is to be rejected because a small business firm is determined to be ~~not responsible~~ (see Subpart 9.1), see 19.6 with respect to Certificates of Competency.

(c) Agencies shall use bulk funding to the maximum extent practicable to reduce processing time, handling, and documentation. Bulk funding is particularly appropriate if numerous purchases using the same type of funds are to be made during a given period.

(d) Agencies shall inspect items or services acquired under **simplified acquisition procedures** as prescribed in 46.404.

(e) Agencies shall use United States-owned foreign currency, if appropriate, in making payments **when using simplified acquisition procedures** (see Subpart 25.3).

(f) For proposed purchases covered by this part, see **5.101** for public display **and synopsis** requirements.

(g) When a quotation, oral or written, is to be rejected because a small business firm is determined to be **nonresponsible** (see Subpart 9.1), see **Subpart 19.6** with respect to **certificates of competency**.

13.105 Small business set-asides.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
<p>(a) Except as provided in paragraphs (b), (c), and (d) of this section, each acquisition of supplies or services that has an anticipated dollar value exceeding \$2,500, but not exceeding \$25,000, and is subject to small purchase procedures, shall be reserved exclusively for small business concerns. This shall be accomplished by using the category of set-asides established by Pub. L. 95-507, specifically for small purchases, identified as small business—small purchase set-asides established by Section 15(j) of the Small Business Act (15 U.S.C. 644(j)) (see Pub. L. 95-507). [FAC 90-24]</p> <p>(b) The requirements of this section 13.105 apply only to purchases in the United States, its territories and possessions, Puerto Rico, and the Trust Territory of the Pacific Islands (see 19.000(b)). Foreign concerns shall not be solicited or awarded acquisitions reserved for small business concerns</p> <p>(c) The requirement for small business-small purchase set-asides does not affect the responsibility of agencies to make purchases from required sources of supply, such as Federal Prison Industries, Industries for the Blind and Other Severely Handicapped, and Federal Supply Schedule contracts.</p>	<p>(a) Except as provided in paragraphs (b) and (c) of this section, each acquisition (non-FACNET and FACNET) of supplies or services that has an anticipated dollar value exceeding \$2,500 and not exceeding \$100,000, is reserved exclusively for small business concerns and shall be set aside (see Subpart 19.5).</p> <p>(b) The requirements of this section apply only to purchases in the United States, its territories and possessions, Puerto Rico, and the Trust Territory of the Pacific Islands (see 19.000). Foreign concerns shall not be solicited for acquisitions set aside for small business concerns..</p>

~~13.105 (d) (1) Each written solicitation under a small business-small purchase set-aside shall contain the provision at 52.219-4, Notice of Small Business-Small Purchase Set-Aside. If the solicitation is oral, however, information substantially identical to that which is in the provision shall be given to potential quoters.~~

~~13.105 (d) (2) If the contracting officer determines there is no reasonable expectation of obtaining quotations from two or more responsible small business concerns (or at least one if the purchase does not exceed the dollar threshold, prescribed in 13.106, for obtaining competition and price reasonableness) that will be competitive in terms of market price, quality, and delivery, the contracting officer need not proceed with the small business-small purchase set-aside and may purchase on an unrestricted basis. If the SBA procurement center representative disagrees with a contracting officer's decision not to proceed with a small business-small purchase set-aside, the SBA procurement center representative may appeal the decision in accordance with the procedures set forth in 19.505.~~

~~13.105 (d) (3) If the contracting officer proceeds with the small business-small purchase set-aside and receives a quotation from only one responsible small business concern at a reasonable price (see 13.106(e)), the contracting officer shall make an award to that concern. However, if the contracting officer does not receive a reasonable quotation from a responsible small business concern, the contracting officer may cancel the small business-small purchase set-aside and complete the purchase on an unrestricted basis.~~

~~13.105 (d) (4) When proceeding under 13.105(d)(1) or (3), the contracting officer shall ascertain the availability of small business suppliers by telephone or other informal means (see 13.106(b)(4)).~~

~~13.105 (d) (5) If the purchase is on an unrestricted basis under 13.105(d)(2), the contracting officer shall document in the file the reason for the unrestricted purchase.~~

~~(e) Policy concerning nonmanufacturers under small business-small purchase set-asides is prescribed in 19.501(f)(2).~~

(c)(1) Each written solicitation under a set-aside shall contain the **appropriate provisions or clauses prescribed by Part 19**. If the solicitation is oral, however, information substantially identical to that which is in the provision **or clause** shall be given to potential quoters.

(2) If the contracting officer determines there is no reasonable expectation of obtaining quotations from two or more responsible small business concerns that will be competitive in terms of market price, quality, and delivery, the contracting officer need not proceed with the small business set-aside and may purchase on an unrestricted basis. If the SBA procurement center representative disagrees with a contracting officer's decision not to proceed with the small business set-aside, the SBA procurement center representative may appeal the decision in accordance with the procedures set forth in 19.505.

(3) If the contracting officer proceeds with the set-aside and receives a quotation from only one responsible small business concern at a reasonable price (see **13.106-2(a)**), the contracting officer shall make an award to that concern. However, if the contracting officer does not receive a reasonable quotation from a responsible small business concern, the contracting officer may cancel the set-aside and complete the purchase on an unrestricted basis.

(4) If the purchase is on an unrestricted basis under **13.105(c)(2)**, the contracting officer shall document in the file the reason for the unrestricted purchase.

(5) See Part 19 for policy concerning—
(i) **Contracting with the Small Business Administration under the 8(a) Program (Subpart 19.8);**
(ii) **Emerging small business set-aside (19.1006(c)); and**
(iii) **The Small Business Competitiveness Demonstration Program (Subpart 19.10).**

13.106 Purchases exceeding the micro-purchase threshold.

13.106-1 Soliciting competition, evaluation of quotes, and award.

(a) *Soliciting Competition.*

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
<p>13.106(a) Purchases over 10 percent of the small purchase limitation. (1) Contracting officers shall solicit quotations from a reasonable number of sources to promote competition to the maximum extent practicable and ensure that the purchase is advantageous to the Government, price and other factors considered, including the administrative cost of the purchase.</p> <p>13.106 (a)(2) Generally, quotations should be solicited orally except that written solicitations shall be used for construction contracts over \$2,000. Written solicitations should be used when obtaining oral quotations is not considered economical or practical.</p> <p>13.106(a)(3) Maximum practicable competition for small purchases ordinarily can be obtained without soliciting quotations from sources outside the trade area in which the purchasing office is located.</p>	<p>(1) Contracting officers shall solicit a reasonable number of sources to promote competition to the maximum extent practicable, and to ensure that the purchase is advantageous to the Government, based, as appropriate, on either price alone or price and other factors (e.g., past performance and quality) including the administrative cost of the purchase. Requests for quotations or solicitations shall notify suppliers of the basis upon which award is to be made.</p> <p>(2) FACNET is the preferred method of soliciting simplified acquisitions. However, if FACNET is not available, or if the contracting officer has made a determination that it is not practicable or cost-effective to process a specific purchase via FACNET, or if the head of the contracting activity has made a determination that it is not practicable or cost-effective to process a class of purchases via FACNET (see 4.506), quotations may be solicited through other appropriate means. Requests for quotations should be solicited orally to the maximum extent practicable for contract actions not expected to exceed \$25,000, when FACNET is not available or a determination has been made that it is not practicable or cost effective to purchase via FACNET. Oral solicitations may not be practicable for most contract actions exceeding \$25,000 because of the synopsis requirement in 5.101. A synopsis may incorporate enough information for the contracting officer to receive oral quotes. The contracting officer is not required to issue a separate written solicitation. Paper solicitations for contract actions not expected to exceed \$25,000 should only be issued when obtaining electronic or oral quotations is not considered economical or practical. Solicitations for construction contracts over \$2,000 shall only be issued electronically or by paper solicitation.</p> <p>(3) When not soliciting quotations electronically, maximum practicable competition ordinarily can be obtained without soliciting quotations or offers from sources outside the local trade area.</p>

~~13.106(a)(5)~~ Generally, solicitation of at least three sources may be considered to promote competition to the maximum extent practicable. If practicable, two sources not included in the previous solicitation should be requested to furnish quotations.

~~13.106(a)(6)~~ The following factors influence the number of quotations required in connection with any particular purchase:

(i) The nature of the article or service to be purchased and whether it is highly competitive and readily available in several makes or brands, or is relatively noncompetitive.

(ii) Information obtained in making recent purchases of the same or similar item.

(iii) The urgency of the proposed purchase.

(iv) The dollar value of the proposed purchase.

(v) Past experience concerning specific dealers' prices.

~~13.106(a) Purchases over 10 percent of the small purchase limitation. (1) ... Solicitations may only be limited to one source if the contracting officer determines that only one source is reasonably available.~~

~~13.106(a)(3) ... Contracting officers shall not limit solicitations to suppliers of well known and widely distributed makes or brands, nor shall quotations be solicited on a personal preference basis. New supply sources, disclosed through trade journals or other media, shall be continuously reviewed and, if appropriate, added to the list of available sources.~~

~~13.107(b) Discounts. Consistent with the applicable principles in 14.407-3, contracting officers shall make every effort to obtain trade and prompt payment discounts. However, prompt payment discounts shall not be considered in the evaluation of quotations.~~

~~13.106(a)(4)(i) Unless exempted from this requirement by the head of the contracting activity, each contracting office shall maintain a small purchase source list (or lists, if more convenient) and shall record on the list the status of each source (when the status is made known to the contracting office) in the following categories:~~

~~(A) Small business.~~

~~(B) Small disadvantaged business.~~

~~(C) Certified in a labor surplus area.~~

~~(ii) The status information shall be used to ensure that small business concerns are given opportunities to submit quotations in response to small purchase solicitations. The names of additional concerns may be obtained from the Small and Disadvantaged Business~~

Generally, solicitation of at least three sources may be considered to promote competition to the maximum extent practicable **if the contract action does not exceed \$25,000**. If practicable, two sources not included in the previous solicitation should be requested to furnish quotations.

The following factors influence the number of quotations required in connection with any particular purchase:

(i) The nature of the article or service to be purchased and whether it is highly competitive and readily available in several makes or brands, or is relatively noncompetitive.

(ii) Information obtained in making recent purchases of the same or similar item.

(iii) The urgency of the proposed purchase.

(iv) The dollar value of the proposed purchase.

(v) Past experience concerning specific dealers' prices

(4) Contracting officers may solicit from one source if the contracting officer determines that the circumstances of the contract action deem only one source reasonably available (e.g., urgency).

(5) Contracting officers shall not limit solicitations to suppliers of well known and widely distributed makes or brands, or solicit quotations on a personal preference basis. If it is necessary to maintain a list of sources, new supply sources disclosed through trade journals or other media shall be continuously reviewed and, if appropriate, added to the list

(6) In accordance with 14.408-3, contracting officers shall make every effort to obtain trade and prompt payment discounts. However, prompt payment discounts shall not be considered in the evaluation of quotations.

(7)(i) Unless exempted from this requirement by the head of the contracting activity, or unless purchases are made through FACNET, each contracting office should maintain a source list (or lists, if more convenient) and should record on the list the status of each source (when the status is made known to the contracting office) in the following categories:

(A) Small business.

(B) Small disadvantaged business.

(C) Women-owned small business.

(ii) The status information should be used to ensure that small business concerns are given opportunities to respond to solicitations issued using simplified acquisition procedures.

Utilization Specialist who, in turn, may request support from the SBA Procurement Center Representative or other Federal and private sources which maintain lists of small business concerns. (See Subpart 19.1 for pertinent definitions.)

13.106-1 Soliciting competition, evaluation of quotes, and award.

(b) *Evaluation of Quotes or Offers.*

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
	(1) Contracting officers may evaluate quotations or offers based on price alone or price and other factors (e.g., past performance, or quality). Formal evaluation plans, conduct of discussions, and scoring of quotes or offers are not required. Evaluation of other factors does not require the creation or existence of a formal data base, but may be based on such information as the contracting officer's knowledge, previous experience, or customer surveys.
13.106(a)(7) If suppliers furnish standing price quotations on supplies or services required on an intermittent and recurring basis, the information may be used in lieu of obtaining individual quotations each time a purchase is contemplated. The buyer shall ensure that the price information is current and that the Government obtains the benefit of maximum discounts.	(2) Standing price quotations may be used in lieu of obtaining individual quotations each time a purchase is contemplated. In such case, the buyer shall ensure that the price information is current and that the Government obtains the benefit of maximum discounts before award is made.
13.107(c) Transportation charges. Contracting officers shall evaluate quotations inclusive of transportation charges from the shipping point of the supplier to the delivery destination.	(3) Contracting officers shall evaluate quotations inclusive of transportation charges from the shipping point of the supplier to the delivery destination.
13.107 (d) Economic purchase quantities (supplies). Contracting officers shall comply with the economic purchase quantity planning requirements for supplies in Subpart 7.2. If quotations are solicited in writing, contracting officers shall comply with 7.203 and 7.204. If quotations are solicited orally, contracting officers shall orally request the information covered by the provision at 52.207-4 in accordance with the instructions at 7.203 and then comply with 7.204.	(4) Contracting officers shall comply with the policy in 7.202 relating to economic purchase quantities, when practicable.

13.106-1 Soliciting competition, evaluation of quotes, and award.

(c) Award.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
13.106(a)(8) Occasionally an item can be obtained only from a supplier who quotes a minimum order price or quantity that either unreasonably exceeds stated quantity requirements or results in an unreasonable price for the quantities required. In these instances, the contracting officer should inform the requiring activity of all facts regarding the quotation and request it to confirm or alter its requirement. The file shall be documented to support the final action taken.	(1) Occasionally an item can be obtained only from a supplier who quotes a minimum order price or quantity that either unreasonably exceeds stated quantity requirements or results in an unreasonable price for the quantities required. In these instances, the contracting officer should inform the requiring activity of all facts regarding the quotation and ask it to confirm or alter its requirement. The file shall be documented to support the final action taken.
13.106(a)(9) Notification to unsuccessful suppliers shall be given only if requested.	(2) Notification to unsuccessful suppliers shall be given only if requested. When a supplier requests information on an award which was based on factors other than price alone, the notification shall include a brief explanation of the basis for the contract award decision (see 15.1001(c)(3)).

13.106-2 Data to support purchases.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
13.105(b) Data to support small purchases over 10 percent of the small purchase limitation. (1) The determination that a proposed price is reasonable should be based on competitive quotations. If only one response is received, or the price variance between multiple responses reflects lack of adequate competition, a statement shall be included in the contract file giving the basis of the determination of fair and reasonable price. The determination may be based on a comparison of the proposed price with prices found reasonable on previous purchases, current price lists, catalogs, advertisements, similar items in a related industry, value analysis, the contracting officer's personal knowledge of the item being purchased, or any other reasonable basis. In any case, the contracting officer should gain as much knowledge as practicable of the physical and material characteristics and intended use of the item to be purchased as an aid to determine price reasonableness.	(a) The determination that a proposed price is reasonable should be based on competitive quotations. If only one response is received, or the price variance between multiple responses reflects lack of adequate competition, a statement shall be included in the contract file giving the basis of the determination of fair and reasonable price. The determination may be based on a comparison of the proposed price with prices found reasonable on previous purchases, current price lists, catalogs, advertisements, similar items in a related industry, value analysis, the contracting officer's personal knowledge of the item being purchased or any other reasonable basis. (b) When other than price related factors are considered in selecting the supplier (see 13.106-1(b)(1)), the contracting officer shall document the file to support the final contract award decision.

~~13.105(b)(2)~~ If only one source is solicited, an additional notation shall be made to explain the absence of competition, except for acquisition of utility services available only from one source or of educational services from nonprofit institutions.

~~13.105(b)(3)~~ The following illustrate the extent to which quotation information should be recorded:

~~(i) Oral solicitations.~~ The contracting office shall establish and maintain informal records of oral price quotations in order to reflect clearly the propriety of placing the order at the price paid with the supplier concerned. In most cases, this will consist merely of showing the names of the suppliers contacted and the prices and other terms and conditions quoted by each. ~~Handwritten notations on the purchase requisition are satisfactory for this purpose.~~

~~(ii) Written solicitations.~~ Written records of solicitations may be limited to notes or abstracts to show prices, delivery, references to printed price lists used, the ~~vendor or vendors~~ contacted, and other pertinent data.

~~13.105(b)(4)~~ Purchasing offices shall retain data supporting ~~small~~ purchases to the minimum extent and duration necessary for management review ~~purposes.~~ (See ~~Subpart 4.8, Contract Files.~~)

(c) If only one source is solicited, an additional notation shall be made to explain the absence of competition, except for acquisition of utility services available only from one source or of educational services from nonprofit institutions.

(d) Simplified documentation practices should be used. The following illustrate the extent to which quotation information should be recorded.

(1) Oral solicitations. The contracting office should establish and maintain informal records of oral price quotations in order to reflect clearly the propriety of placing the order at the price paid with the supplier concerned. In most cases this will consist merely of showing the names of the suppliers contacted and the prices and other terms and conditions quoted by each.

(2) Written solicitations (see 2.101). Written records of solicitations may be limited to notes or abstracts to show prices, delivery, references to printed price lists used, the **supplier or suppliers** contacted, and other pertinent data.

(e) Purchasing offices shall retain data supporting purchases **using simplified acquisition procedures** to the minimum extent and duration necessary for management review **purposes (see Subpart 4.8).**

13.107 Solicitation forms.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
13.107(a) Forms. (1) Except when quotations are solicited orally, Standard Form 18, Request for Quotations (illustrated in 53.301-18), is designed for use in obtaining price, delivery, and related information from suppliers. (2) Standard Form 18 is available for use by all agencies, and shall be used when using the form is considered economical and efficient for obtaining written quotations for small purchases.	(a) Except when quotations are solicited via FACNET or orally, Standard Form 18, Request for Quotations (53.301-18), is available, but not required , for use by all agencies.
13.107(a)(3) Optional Form 336, Continuation Sheet, may be used with Standard Form 18 when additional space is needed.	(b) Optional Form 336, Continuation Sheet, may be used with Standard Form 18 when additional space is needed.
13.107(a)(4) If Standard Form 18 is not used for written solicitations, contracting officers may request quotations using an agency-designed form, an agency-approved automated format, or teletype .	(c) If Standard Form 18 is not used for written solicitations, contracting officers may request quotations using an agency-designed form, an agency-approved automated format, or electronically .

~~13.107(a)(5)~~ Each agency-designed request for quotations form shall conform with Standard Form 18, ~~insofar as practical~~.

~~13.107(a)(6)~~ When using a teletype for transmission of a request for quotations, the provisions and clauses applicable to the solicitation shall be incorporated by reference.

(d) Each agency-designed request for quotations form shall conform with Standard Form 18, **to the maximum extent practicable**.

(e) When using **an unsigned electronic purchase order (see 13.506)** for transmission of a request for quotations, the provisions and clauses applicable to the solicitation shall be incorporated by reference.

13.108 Legal effect of quotations.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
(a) A quotation is not an offer and, consequently, cannot be accepted by the Government to form a binding contract (see 15.402(e)). Therefore, issuance by the Government of an order for supplies or services in response to a supplier's quotation does not establish a contract. The order is an offer by the Government to the supplier to buy certain supplies or services upon specified terms and conditions. A contract is established when the supplier accepts the offer or begins performance.	(a) A quotation is not an offer and, consequently, cannot be accepted by the Government to form a binding contract (see 15.402(e)). Therefore, issuance by the Government of an order for supplies or services in response to a supplier's quotation does not establish a contract. The order is an offer by the Government to the supplier to buy certain supplies or services upon specified terms and conditions. A contract comes into being when the supplier accepts the offer.
(b) When appropriate, the contracting officer may request the supplier to indicate acceptance of an order by notification to the Government, preferably in writing. In other circumstances, the supplier may indicate acceptance by furnishing the supplies or services ordered or by proceeding with the work to the point where substantial performance has occurred.	(b) When appropriate, the contracting officer may ask the supplier to indicate acceptance of an order by notification to the Government, preferably in writing. In other circumstances, the supplier may indicate acceptance by furnishing the supplies or services ordered or by proceeding with the work to the point where substantial performance has occurred.
(c) If the Government issues an order resulting from a quotation, the Government may (by written notice to the supplier, at any time before acceptance occurs) withdraw, amend, or cancel its offer. (See 13.504 for procedures on termination or cancellation of purchase orders.)	(c) If the Government issues an order resulting from a quotation, the Government may (by written notice to the supplier, at any time before acceptance occurs) withdraw, amend, or cancel its offer. (See 13.504 for procedures on termination or cancellation of purchase orders.)

13.109 Agency use of indefinite delivery contracts.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
Small purchase costs and processing time may be reduced through the use of indefinite delivery contracts (see Subpart 16.5) that permit delivery orders to be placed by several contracting or ordering offices in one or more executive agencies. Therefore, contracting offices are encouraged to seek opportunities to cooperate with each other to achieve small purchase efficiency and economy through the use of indefinite delivery contracts.	Costs and processing time for acquisitions at or below the simplified acquisition threshold may be reduced through the use of indefinite delivery contracts (see Subpart 16.5) that permit delivery orders to be placed by several contracting or ordering offices in one or more executive agencies. Therefore contracting offices are encouraged to seek opportunities to cooperate with each other to achieve efficiency and economy through the use of indefinite delivery contracts.

13.110 Federal Acquisition Streamlining Act of 1994 (FASA) list of inapplicable laws.

(a) The following laws are inapplicable to all contracts and subcontracts (if otherwise applicable to subcontracts) at or below the simplified acquisition threshold:

(1) 41 U.S.C. 57(a) & (b) (Anti-Kickback Act of 1986). (Only the requirement for the incorporation of the contractor procedures for the prevention and detection of violations, and the contractual requirement for contractor cooperation in investigations are inapplicable.)

(2) 40 U.S.C. 27 (Miller Act).

(3) 40 U.S.C. 329 (Contract Work Hours and Safety Standards Act — Overtime Compensation).

(4) 41 U.S.C. 701(a)(1) (Section 5152 of the Drug Free Workplace Act of 1988), except for individuals.

(5) 42 U.S.C. 6962 (Solid Waste Disposal Act)(Only the requirement for providing the estimate of recovered material utilized in the performance of the contract is inapplicable).

(6) 10 U.S.C. 2306(b) and 41 U.S.C. 254(a) (Contract Clause Regarding Contingent Fees).

(7) 10 U.S.C. 2313 and 41 U.S.C. 254(c) (Authority to Examine Books and Records of Contractors).

(8) 10 U.S.C. 2384(b) (Requirement to Identify Suppliers and Sources of Supply).

(9) 10 U.S.C. 2393(d) (Prohibition Against Doing Business with Certain Offerors or Contractors).

(10) 10 U.S.C. 2402 and 41 U.S.C. 253g (Prohibition on Limiting Subcontractor Direct Sales to the United States).

(11) 10 U.S.C. 2408(a) (Prohibition on Persons Convicted of Defense Related Felonies).

(12) 10 U.S.C. 2410b (Contractor Inventory Accounting System Standards).

(13) 10 U.S.C. 2534 (Miscellaneous Procurement Limitations).

(b) The Federal Acquisition Regulatory Council will include any law enacted after October 13, 1994, that sets forth policies, procedures, requirements, or restrictions for the procurement of property or services, on the list set forth in 13.110(a), unless the FAR Council makes a written determination that it is in the best interests of the Government that the enactment should apply to contracts or subcontracts not greater than the simplified acquisition threshold.

(c) The provisions of 13.110(b) do not apply to laws that—

(1) Provide for criminal or civil penalties; or

(2) Specifically state that notwithstanding the language of Section 4101, Pub. L. 103-355, the enactment will be applicable to contracts or subcontracts in amounts not greater than the simplified acquisition threshold.

(d) Any individual may petition the Administrator of the Office of Federal Procurement Policy to include any applicable provision of law not included on the list set forth in 13.110(a) unless the FAR Council has already determined in writing that the law is applicable. The Administrator of OFPP will include the law on the list in 13.110(a) unless the FAR Council makes a determination that it is applicable within sixty days of receiving the petition.

13.111 Inapplicable provisions and clauses

Pursuant to Pub. L. 103-355, the following provisions and clauses are inapplicable to contracts and subcontracts at or below the simplified acquisition threshold—

- (a) 28.102-3, Miller Act requirements;
 - (b) 52.203-1, Officials Not to Benefit;
 - (c) 52.203-4, Contingent Fee Representation and Agreement;
 - (d) 52.203-5, Covenant Against Contingent Fees;
 - (e) 52.203-6, Restrictions on Subcontractor Sales to the Government;
 - (f) 52.203-7, Anti-Kickback Procedures;
 - (g) 52.215-1, Examination of Records by Comptroller General;
 - (h) 52.222-4, Contract Work Hours and Safety Standards Act — Overtime Compensation;
 - (i) 52-223-5, Certification Regarding a Drug-Free workplace, except for individuals; and
 - (j) 52.223-6, Drug-Free Workplace, except for individuals.
-
-

13.112 Use of options in acquisition using simplified acquisition procedures

Options may be included in acquisitions using simplified acquisition procedures provided that the requirements of Subpart 17.2 are met, and the aggregate value of the acquisition and all options does not exceed the dollar threshold for use of simplified acquisition procedures under this part.

SUBPART 13.2 — BLANKET PURCHASE AGREEMENTS

13.201 General.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
(a) A blanket purchase agreement (BPA) is a simplified method of filling anticipated repetitive needs for supplies or services by establishing "charge accounts" with qualified sources of supply (see Subpart 16.7 for additional coverage of agreements).	(a) A blanket purchase agreement (BPA) is a simplified method of filling anticipated repetitive needs for supplies or services by establishing "charge accounts" with qualified sources of supply (see Subpart 16.7 for additional coverage of agreements).
(b) BPA's are designed to reduce administrative costs in accomplishing small purchases by eliminating the need for issuing individual purchase documents.	
(e) BPA's should be established at the appropriate level responsible for providing supplies for its own operations or for other offices, installations, projects, or functions. Such levels, for example, may be organized supply points, separate independent or detached field parties, or one-person posts or activities.	(b) BPAs should be established for use by the level responsible for providing supplies for its own operations or for other offices, installations, projects, or functions. Such levels, for example, may be organized supply points, separate independent or detached field parties, or one-person posts or activities.
(d) The use of BPA's does not exempt the agency from responsibility for keeping obligations and expenditures within available funds, but this should be done by using simplified methods and by avoiding formal fiscal recording of individual deliveries and transactions.	(c) The use of BPAs does not exempt the agency from the responsibility for keeping obligations and expenditures within available funds .

13.202 [Reserved]

13.203 Establishment of Blanket Purchase Agreements.

13.203-1 General.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
<p>(a) The following are circumstances under which contracting officers may establish BPAs:</p> <p>(1) If there is a wide variety of items in a broad class of goods (e.g., hardware) that are generally purchased but the exact items, quantities, and delivery requirements are not known in advance and may vary considerably.</p> <p>(2) If there is a need to provide commercial sources of supply for one or more offices or projects in a given area that do not have or need authority to purchase otherwise.</p> <p>(3) In any other case in which the writing of numerous purchase orders can be avoided through the use of this procedure.</p>	<p>(a) The following are circumstances under which contracting officers may establish BPAs:</p> <p>(1) If there is a wide variety of items in a broad class of goods (e.g., hardware) that are generally purchased but the exact items, quantities, and delivery requirements are not known in advance and may vary considerably.</p> <p>(2) If there is a need to provide commercial sources of supply for one or more offices or projects in a given area that do not have or need authority to purchase otherwise.</p> <p>(3) In any other case in which the writing of numerous purchase orders can be avoided through the use of this procedure.</p>
<p>(b) A BPA should be established without a purchase requisition.</p>	<p>(b) A BPA should be established without a purchase requisition.</p>
<p>(c) A BPA shall not cite accounting and appropriation data (see 13.204(e)(4)).</p>	<p>(c) A BPA shall not cite accounting and appropriation data (see 13.204(e)(4)).</p>
<p>(d) BPAs should be made with firms from which numerous individual purchases will likely be made in a given period. For example, if past experience has shown that certain firms are dependable and consistently lower in price than other firms dealing in the same commodities, and if numerous purchases at or below the simplified acquisition threshold are usually made from such suppliers, it would be advantageous to establish BPAs with those firms.</p>	<p>(d) BPAs should be made with firms from which numerous individual purchases will likely be made in a given period. For example, if past experience has shown that certain firms are dependable and consistently lower in price than other firms dealing in the same commodities, and if numerous small purchases are usually made from such suppliers, it would be advantageous to establish BPA's with those firms.</p>
<p>(e) To the extent practical, BPAs for items of the same type should be placed concurrently with more than one supplier. All competitive sources should be given an equal opportunity to furnish supplies or services under BPAs.</p>	<p>(e) To the extent practical, BPAs for items of the same type should be placed concurrently with more than one supplier. All competitive sources should be given an equal opportunity to furnish supplies or services under BPAs.</p>
<p>(f) BPAs may also be established with Federal Supply Schedule contractors and GSA Nonmandatory ADP Schedule contractors (see Part 39), if not inconsistent with the terms of the applicable schedule contract.</p>	<p>(f) BPAs may also be established with Federal Supply Schedule contractors and Federal Information Processing Multiple Award Schedule contractors (see Part 39), if not inconsistent with the terms of the applicable schedule contract.</p>
<p>(g) If it is determined that BPAs would be advantageous, suppliers should be contacted to make the necessary arrangements for securing maximum discounts,</p>	<p>(g) If it is determined that BPAs would be advantageous, suppliers should be contacted to make the necessary arrangements for securing maximum discounts,</p>

documenting the individual purchase transactions, periodic billing, and other necessary details.

(h) A BPA may be limited to furnishing individual items or commodity groups or classes, or it may be unlimited for all items or services that the source of supply is in a position to furnish.

(i) **BPAs may** be prepared and issues on any agency-authorized purchase order form.

(j) BPAs shall contain the following terms and conditions:

(1) *Description of agreement.* A statement that the supplier shall furnish supplies or services, described in general terms, if and when requested by the contracting officer (or the authorized representative of the contracting officer) during a specified period and within a stipulated aggregate amount, if any.

(2) *Extent of obligation.* A statement that the Government is obligated only to the extent of authorized purchases actually made under the BPA.

(3) *Pricing.* A statement that the prices to the Government shall be as low or lower than those charged the supplier's most favored customer for comparable quantities under similar terms and conditions, in addition to any discounts for prompt payment.

(4) *Purchase limitation.* A statement that specifies the dollar limitation for each individual purchase under the BPA (see 13.204(b)).

(5) *Notice of individuals authorized to purchase under the BPA and dollar limitations by title of position or name.* A statement that a list of individuals authorized to purchase under the BPA, identified either by title of position or by name of individual, organizational component, and the dollar limitation per purchase for each position title or individual shall be furnished to the supplier by the contracting officer.

(6) *Delivery tickets.* A requirement that all shipments under the agreement, except subscriptions and other charges for newspapers, magazines, or other periodicals, shall be accompanied by delivery tickets or sales slips which shall contain the following minimum information:

- (i) Name of supplier.
- (ii) BPA number.
- (iii) Date of purchase.

documenting the individual purchase transactions, periodic billing, and other necessary details.

(h) A BPA may be limited to furnishing individual items or commodity groups or classes, or it may be unlimited for all items or services that the source of supply is in a position to furnish.

(i) ~~BPA's shall~~ be prepared and issues on any agency-authorized purchase order form.

(j) BPAs shall contain the following terms and conditions:

(1) *Description of agreement.* A statement that the supplier shall furnish supplies or services, described in general terms, if and when requested by the contracting officer (or the authorized representative of the contracting officer) during a specified period and within a stipulated aggregate amount, if any.

(2) *Extent of obligation.* A statement that the Government is obligated only to the extent of authorized purchases actually made under the BPA.

(3) *Pricing.* A statement that the prices to the Government shall be as low or lower than those charged the supplier's most favored customer for comparable quantities under similar terms and conditions, in addition to any discounts for prompt payment.

(4) *Purchase limitation.* A statement that specifies the dollar limitation for each individual purchase under the BPA (see 13.204(b)).

(5) *Notice of individuals authorized to purchase under the BPA.* A statement that a list of individuals authorized to purchase under the BPA, identified either by title of position or by name of individual, organizational component, and the dollar limitation per purchase for each position title or individual shall be furnished to the supplier by the contracting officer.

(6) *Delivery tickets.* A requirement that all shipments under the agreement, except subscriptions and other charges for newspapers, magazines, or other periodicals, shall be accompanied by delivery tickets or sales slips which shall contain the following minimum information:

- (i) Name of supplier.
- (ii) BPA number.
- (iii) Date of purchase.

- (iv) Purchase number.
- (v) Itemized list of supplies or services furnished.
- (vi) Quantity, unit price, and extension of each item, less applicable discounts (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show this information).
- (vii) Date of delivery or shipment.

(7) *Invoices.* One of the following statements (except that the statement in paragraph ~~(iii)~~ of this section should not be used if the accumulation of the individual invoices by the Government materially increases the administrative costs of this purchase method):

(i) A summary invoice shall be submitted at least monthly or upon expiration of this BPA, whichever occurs first, for all deliveries made during a billing period, identifying the delivery tickets covered therein, stating their total dollar value, and supported by receipt copies of the delivery tickets.

(ii) An itemized invoice shall be submitted at least monthly or upon expiration of this BPA, whichever occurs first, for all deliveries made during a billing period and for which payment has not been received. These invoices need not be supported by copies of delivery tickets.

(iii) When billing procedures provide for an individual invoice for each delivery, these invoices shall be accumulated; provided, that—

(A) A consolidated payment will be made for each specified period; and

(B) The period of any discounts will commence on the final date of the billing period or on the date of receipt of invoices for all deliveries accepted during the billing period, whichever is later.

(iv) An invoice for subscriptions or other charges for newspapers, magazines, or other periodicals shall show the starting and ending dates and shall state either that ordered subscriptions have been placed in effect or will be placed in effect upon receipt of payment.

(k) BPAs in which the fast payment procedure is used shall include the requirements stated under 13.303(b).

- (iv) Purchase number.
- (v) Itemized list of supplies or services furnished.
- (vi) Quantity, unit price, and extension of each item, less applicable discounts (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show this information).
- (vii) Date of delivery or shipment.

(7) *Invoices.* One of the following statements (except that statement in paragraph ~~(j)~~~~(7)~~~~(iii)~~ of this section should not be used if the accumulation of the individual invoices by the Government materially increases the administrative costs of this purchase method):

(i) A summary invoice shall be submitted at least monthly or upon expiration of this BPA, whichever occurs first, for all deliveries made during a billing period, identifying the delivery tickets covered therein, stating their total dollar value, and supported by receipted copies of the delivery tickets.

(ii) An itemized invoice shall be submitted at least monthly or upon expiration of this BPA, whichever occurs first, for all deliveries made during a billing period and for which payment has not been received. These invoices need not be supported by copies of delivery tickets.

(iii) When billing procedures provide for an individual invoice for each delivery, these invoices shall be accumulated; provided, that—

(A) A consolidated payment will be made for each specified period; and

(B) The period of any discounts will commence on the final date of the billing period or on the date of receipt of invoices for all deliveries accepted during the billing period, whichever is later.

(iv) An invoice for subscriptions or other charges for newspapers, magazines, or other periodicals shall show the starting and ending dates and shall state either that ordered subscriptions have been placed in effect or will be placed in effect upon receipt of payment.

(k) BPAs in which the fast payment procedure is used shall include the requirements stated under 13.303(b).

13.203-2 Clauses.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
(a) The contracting officer shall insert in each BPA the clauses prescribed elsewhere in the FAR that are required for or applicable to the particular BPA.	(a) The contracting officer shall insert in each BPA the clauses prescribed elsewhere in this Part that are required for or applicable to the particular BPA.
(b) Unless a clause prescription specifies otherwise, (e.g., see 22.305(a)(1), 22.605(a)(5), or 22.1006), if the prescription includes a dollar threshold, the amount to be compared to that threshold is that of any particular order under the BPA.	(b) Unless a clause prescription specifies otherwise, (e.g., see 22.305(a)(1), 22.605(a)(5), or 22.1006), if the prescription includes a dollar threshold, the amount to be compared to that threshold is that of any particular order under the BPA.

13.204 Purchases under Blanket Purchase Agreements.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
(a) The use of a BPA does not authorize purchases that are not otherwise authorized by law or regulation. For example, the blanket purchase agreement , being a method of simplifying the making of individual small purchases, shall not be used to avoid the small purchase limitation .	(a) The use of a BPA does not authorize purchases that are not otherwise authorized by law or regulation. For example, the BPA , being a method of simplifying the making of individual purchases, shall not be used to avoid the simplified acquisition threshold .
(b) Unless otherwise specified in agency regulations, individual purchases under BPA's , except those BPA'S established in accordance with 13.203-1(f), shall not exceed the dollar limitation for small purchases (see 13.103) .	(b) Unless otherwise specified in agency regulations, individual purchases under BPAs , except those BPAs established in accordance with 13.203-1(f), shall not exceed (i) \$50,000, or (ii) \$100,000 when the contracting office has certified interim FACNET (see 13.103(b)).
(c) The existence of a BPA does not justify purchasing from only one source or avoiding small business- small purchase set-asides. The requirements of 13.106 and 13.107 also apply to each order under a BPA.	(c) The existence of a BPA does not justify purchasing from only one source or avoiding small business set-asides. The requirements of 13.105 and 13.106 also apply to each order under a BPA. (
(d) If there is an insufficient number of BPA's to ensure maximum practicable competition for a particular purchase, the contracting officer shall— (1) Solicit quotations from other sources and make the purchase as appropriate; and (2) Establish additional BPA's to facilitate future purchases if (i) recurring requirements for the same or similar items or services seem likely, (ii) qualified sources are willing to accept BPA's , and (iii) it is otherwise practical to do so.	(d) If there is an insufficient number of BPAs to ensure maximum practicable competition for a particular purchase, the contracting officer shall — (1) Solicit quotations from other sources and make the purchase as appropriate; and (2) Establish additional BPAs to facilitate future purchases if — (i) Recurring requirements for the same or similar items or services seem likely, (ii) Qualified sources are willing to accept BPAs , and (iii) It is otherwise practical to do so.
(e) Documentation of purchases under BPA's shall be limited to essential information and forms , as follows:	(e) Documentation of purchases under BPAs shall be limited to essential information and forms as follows:

(1) Purchases under BPA's generally should be made orally, but a purchase document may be issued if written communications are necessary to ensure that the vendor and the purchaser agree concerning the transaction.

(2) If a purchase document is not issued, the essential elements (e.g., date, vendor, items or services, price, delivery date) shall be recorded on the purchase requisition, in an informal memorandum, or on a form developed locally for the purpose.

(3) If a purchase document is issued, informal correspondence, an authorized purchase form, or a form developed locally for the purpose, may be used.

(4) Documentation of individual purchases under BPA's shall also cite the pertinent purchase requisitions and the accounting and appropriation data.

(5) When delivery is made or the services are performed, the vendor's sales document, delivery document, or invoice may (if it reflects the essential elements) be used for the purpose of recording receipt and acceptance of the items or services. However, if the purchase is assigned to another activity for administration, receipt and acceptance of supplies or services shall be documented by signature and date on the agency specified form by the authorized Government representative after verification and notation of any exceptions.

(1) Purchases under **BPAs** generally should be made **electronically, or orally when it is not considered economical or practical to use electronic methods.**

(2) A **paper** purchase document may be issued if written communications are necessary to ensure that the vendor and the purchaser agree concerning the transaction.

(3) If a **paper** document is not issued, the essential elements (e.g., date, vendor, items or services, price, delivery date) shall be recorded on the purchase requisition, in an informal memorandum, or on a form developed locally for the purpose.

(4) Documentation of purchases under **BPAs** shall also cite the pertinent purchase requisitions and the accounting and appropriation data.

(5) When delivery is made or the services are performed, the vendor's sales document, delivery document, or invoice may (if it reflects the essential elements) be used for the purpose of recording receipt and acceptance of the items or services. However, if the purchase is assigned to another activity for administration, receipt and acceptance of supplies or services shall be documented by signature and date on the agency specified form by the authorized Government representative after verification and notation of any exceptions.

[NOTE: No substantive changes to FAR sections 13.205, 13.206, 13.301, 13.304, 13.503, 13.504]

SUBPART 13.3—FAST PAYMENT PROCEDURE

13.302 Conditions for use.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
If the conditions in paragraphs (a) through (f) of this section are present, the fast payment procedure may be used, provided that use of the procedure is consistent with the other conditions of the purchase. The conditions for use of the fast payment procedure are as follows: (a) Individual orders do not exceed \$25,000 except that executive agencies may permit higher dollar limitations for specified activities or items on a case-by-case basis.	If the conditions in paragraphs (a) through (f) of this section are present, the fast payment procedure may be used, provided that use of the procedure is consistent with the other conditions of the purchase. The conditions for use of the fast payment procedure are as follows: (a) Individual orders do not exceed \$25,000 except that executive agencies may permit higher dollar limitations for specified activities or items on a case-by-case basis.

(b) Deliveries of supplies are to occur at locations where there is both a geographical separation and a lack of adequate communications facilities between Government receiving and disbursing activities that will make it impractical to make timely payment based on evidence of Government acceptance. Use of the fast payment procedure would not be indicated, for example, for small purchases by an activity if material being purchased is destined for use at that activity and contract administration will be performed by the ~~purchasing~~ office at that activity.

(c) Title to the supplies will vest in the Government (1) ~~upon~~ delivery to a post office or common carrier for mailing or shipment to destination, or (2) ~~upon~~ receipt by the Government if the shipment is by means other than Postal Service or common carrier

(d) The supplier agrees to replace, repair, or correct supplies not received at destination, damaged in transit, or not conforming to purchase requirements.

(e) The purchasing instrument is a firm-fixed price contract, a purchase order, or a delivery order for supplies.

(f) A system is in place to ensure (1) ~~documenting~~ evidence of contractor performance under fast payment ~~acquisitions~~; (2) ~~timely~~ feedback to the contracting officer in case of contractor ~~deficiencies~~; and (3) ~~identification~~ of suppliers who have a current history of abusing the fast payment procedure. ~~(Also see Subpart 9.1.)~~

(b) Deliveries of supplies are to occur at locations where there is both a geographical separation and a lack of adequate communications facilities between Government receiving and disbursing activities that will make it impractical to make timely payment based on evidence of Government acceptance. Use of the fast payment procedure would not be indicated, for example, for small purchases by an activity if material being purchased is destined for use at that activity and contract administration will be performed by the **contracting** office at that activity.

(c) Title to the supplies will vest in the Government — (1) **Upon** delivery to a post office or common carrier for mailing or shipment to destination; or (2) **Upon** receipt by the Government if the shipment is by means other than Postal Service or common carrier..

(d) The supplier agrees to replace, repair, or correct supplies not received at destination, damaged in transit, or not conforming to purchase requirements.

(e) The purchasing instrument is a firm-fixed price contract, a purchase order, or a delivery order for supplies.

(f) A system is in place to ensure— (1) **Documenting** evidence of contractor performance under fast payment **acquisitions**; (2) **Timely** feedback to the contracting officer in case of contractor **deficiencies**; and (3) **Identification** of suppliers who have a current history of abusing the fast payment procedure. (**also** see Subpart 9.1.).

13.303 Preparation and execution of orders.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
(a) Orders incorporating the fast payment procedure shall be issued on Optional Form 347, Order for Supplies or Services, or other agency authorized purchase order form (but see 13.204(e) for purchases under BPA's) . Orders may be either priced or unpriced.	(a) Except when orders are placed via FACNET, orders incorporating the fast payment procedure should be issued on Optional Form 347, Order for Supplies or Services, or other agency authorized purchase order form (see 13.204(e) for purchases under BPAs). Orders may be either priced or unpriced.
(b) Contracts, purchase orders, or BPAs using the fast payment procedure shall include the following: <ul style="list-style-type: none"> (1) A requirement that the supplies be shipped transportation or postage prepaid. (2) A requirement that invoices be submitted directly to the finance or other office designated in the order, or in the case of unpriced purchase orders, to the contracting officer (see 13.502(c)). 	(b) Contracts, purchase orders, or BPAs using the fast payment procedure shall include the following: <ul style="list-style-type: none"> (1) A requirement that the supplies be shipped transportation or postage prepaid. (2) A requirement that invoices be submitted directly to the finance or other office designated in the order, or in the case of unpriced purchase orders, to the contracting officer (see 13.502(c)).

(3) The following statement on consignee's copy:
 CONSIGNEE'S NOTIFICATION TO PURCHASING ACTIVITY
 OF NONRECEIPT, DAMAGE, OR NONCONFORMANCE
 The consignee shall notify the purchasing office
 promptly after the specified date of delivery of supplies
 not received, damaged in transit, or not conforming to
 specifications of the purchase order. Unless extenuating
 circumstances exist, the notification should be made not
 later than 60 days after the specified date of delivery.
 (4) A requirement that the contractor mark outer
 shipping containers "FAST PAY."

(3) The following statement on consignee's copy:
 Consignee's Notification to Purchasing Activity of
 Nonreceipt, Damage, or Nonconformance. The consignee
 shall notify the purchasing office promptly after the
 specified date of delivery of supplies not received,
 damaged in transit, or not conforming to specifications
 of the purchase order. Unless extenuating circumstances
 exist, the notification should be made not later than 60
 days after the specified date of delivery.
 (4) A requirement that the contractor mark outer
 shipping containers "FAST PAY."

13.305 Contract clause.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
The contracting officer shall insert the clause at 52.213-1, Fast Payment Procedure, in solicitations and contracts when the conditions in 13.302 are applicable and it is intended that the fast payment procedure be used in the contract (in the case of BPA's , the contracting officer may elect to insert the clause either in the BPA or in orders under the BPA).	The contracting officer shall insert the clause at 52.213-1, Fast Payment Procedure, in solicitations and contracts when the conditions in 13.302 are applicable and it is intended that the fast payment procedure be used in the contract (in the case of BPAs , the contracting officer may elect to insert the clause either in the BPA or in orders under the BPA).

SUBPART 13.4—IMPREST FUND

13.401 General.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
13.401—Definition. Imprest fund," as used in this subpart, means a cash fund of a fixed amount established by an advance of funds, without charge to an appropriation, from an agency finance or disbursing officer to a duly appointed cashier, for disbursement as needed from time to time in making payment in cash for relatively small purchases.	
13.402 General. This subpart prescribes policies and procedures for using imprest funds to make small purchases of supplies or services. Related policies and regulations concerning the establishment of and accounting for imprest funds, including the responsibilities of designated cashiers and alternates, are contained in Part IV of the Treasury Financial Manual for Guidance of Departments and Agencies, Title 7 of the General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, and the agency implementing regulations. Agencies shall also be guided by the Manual of Procedures and Instructions for Cashiers, issued by the Financial Management Service, Department of the Treasury.	This subpart prescribes policies and procedures for using imprest funds to purchase supplies or services. Related policies and regulations concerning the establishment of and accounting for imprest funds, including the responsibilities of designated cashiers and alternates, are contained in Part IV of the Treasury Financial Manual for Guidance of Departments and Agencies, Title 7 of the General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, and the agency implementing regulations. Agencies shall also be guided by the Manual of Procedures and Instructions for Cashiers, issued by the Financial Management Service, Department of the Treasury.

13.402 Agency responsibilities.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
Each agency using imprest funds shall— (a) Periodically review and determine whether there is continuing need for each fund established, and that amounts of those funds are not in excess of actual needs; (b) Take prompt action to have imprest funds adjusted to a level commensurate with demonstrated needs whenever circumstances warrant such action; and (c) Develop and issue appropriate implementing regulations. These regulations shall include (but are not limited to) procedures covering— (1) Designation of personnel authorized to make purchases using imprest funds; and (2) Documentation of purchases using imprest funds, including documentation of (i) receipt and acceptance of supplies and services by the Government; (ii) receipt of cash payments by the suppliers; and (iii) cash advances and reimbursements.	Each agency using imprest funds shall— (a) Periodically review and determine whether there is continuing need for each fund established, and that amounts of those funds are not in excess of actual needs; (b) Take prompt action to have imprest funds adjusted to a level commensurate with demonstrated needs whenever circumstances warrant such action; and (c) Develop and issue appropriate implementing regulations. These regulations shall include (but are not limited to) procedures covering— (1) Designation of personnel authorized to make purchases using imprest funds; and (2) Documentation of purchases using imprest funds, including documentation of— (i) Receipt and acceptance of supplies and services by the Government ; (ii) Receipt of cash payments by the suppliers ; and (iii) Cash advances and reimbursements.

13.403 Conditions for use.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
Imprest funds may be used for purchases when— (a) the transaction does not exceed \$500 or such other limits as have been approved by the agency head; (b) the use of imprest funds is considered to be advantageous to the Government; and (c) the use of imprest funds for the transaction otherwise complies with any additional conditions established by agencies and with the policies and regulations referenced in 13.402 .	Imprest funds may be used for purchases when— (a) the transaction does not exceed \$500 or such other limits as have been approved by the agency head; (b) the use of imprest funds is considered to be advantageous to the Government; and (c) the use of imprest funds for the transaction otherwise complies with any additional conditions established by agencies and with the policies and regulations referenced in 13.401 .

13.404 Procedures.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
a) Each purchase using imprest funds shall be based upon an authorized purchase requisition. (b) Normally, orders to suppliers should be placed orally and without soliciting competition if prices are considered reasonable. (c) Purchases shall be distributed equitably among qualified suppliers (see 13.105) . (d) Prompt payment discounts shall be solicited.	(a) Each purchase using imprest funds shall be based upon an authorized purchase requisition. (b) Normally, orders to suppliers should be placed orally and without soliciting competition if prices are considered reasonable. (c) Purchases shall be distributed equitably among qualified suppliers. (d) Prompt payment discounts shall be solicited.

(e) Any agency-authorized purchase order form or Standard Form 1165, Receipt for Cash-Subvoucher, may be used if a written order is considered ~~necessary; e.g.,~~ if required by the supplier for discount, tax exemption, or other ~~reasons~~. If a purchase order is used for this purpose, it shall be endorsed "Payment to be made from Imprest ~~Fund~~."

(f) The individual authorized to make purchases using imprest funds shall—

(1) Furnish to the imprest fund cashier a copy of the purchase requisition annotated to reflect (i) ~~that an~~ imprest fund purchase has been ~~made~~; (ii) ~~the~~ unit prices and ~~extensions~~; (iii) ~~the~~ supplier's name and ~~address~~; and (iv) ~~the~~ date of anticipated delivery; and

(2) Require the supplier to include with delivery of the supplies an invoice, packing slip, or other sales instrument giving (i) ~~the~~ supplier's name and ~~address~~; (ii) ~~list and quantity of items~~; (iii) ~~unit~~ prices and ~~extensions~~; and (iv) ~~each~~ discount, if any.

(e) Any agency-authorized purchase order form or Standard Form 1165, Receipt for Cash-Subvoucher, may be used if a written order is considered **necessary** (**e.g.,** if required by the supplier for discount, tax exemption, or other **reasons**). If a purchase order is used for this purpose, it shall be endorsed "Payment to be made from Imprest **Fund**".

(f) The individual authorized to make purchases using imprest funds shall—

(1) Furnish to the imprest fund cashier a copy of the purchase requisition annotated to reflect—

(i) **That** an imprest fund purchase has been **made**; (ii) **The** unit prices and **extensions**; (iii) **The** supplier's name and **address**; (iv) **The** date of anticipated delivery; and

(2) Require the supplier to include with delivery of the supplies an invoice, packing slip, or other sales instrument giving— (i) **The** supplier's name and **address**; (ii) **List** and quantity of **items**; (iii) **Unit** prices and **extensions**; and (iv) **Cash** discount, if any.

SUBPART 13.5—PURCHASE ORDERS

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
Subpart 13.5—Purchase Orders	Subpart 13.5—Purchase Orders
13.501 General.	13.501 General.
13.502 Unpriced purchase orders.	13.502 Unpriced purchase orders.
13.503 Obtaining contractor acceptance and modifying purchase orders.	13.503 Obtaining contractor acceptance and modifying purchase orders.
13.504 Termination or cancellation of purchase orders.	13.504 Termination or cancellation of purchase orders.
13.505 Purchase order and related forms.	13.505 Purchase order and related forms.
13.505-1 Optional Form (OF) 347, Order for Supplies or Services, and Optional Form 348, Order for Supplies or Services Schedule-Continuation.	13.505-1 Optional Form (OF) 347, Order for Supplies or Services, and Optional Form 348, Order for Supplies or Services Schedule-Continuation.
13.505-2 [Reserved]	13.505-2 Agency order forms in lieu of Optional Forms 347 and 348.
13.505-3 Standard Form 44, Purchase Order-Invoice-Voucher.	13.505-3 Standard Form 44, Purchase Order-Invoice-Voucher.
13.506 Unsigned electronic purchase orders.	13.506 Purchase orders via written telecomm- munications.
13.507 Provisions and clauses.	13.507 Clauses.

13.501 General.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
<p>(a) Except as provided under the unpriced purchase order method (see 13.502), purchase orders (1) shall be issued on a fixed-price basis, and (2) shall not contain economic price adjustment or redetermination clauses.</p> <p>(b) Purchase orders shall include any trade and prompt payment discounts that are offered, consistent with the applicable principles in 14.407-3.</p> <p>(c) Purchase orders shall specify the quantity of supplies or services ordered (but see Subpart 12.4).</p> <p>(d) Inspections under small purchases shall be as prescribed in Part 46. Orders generally shall provide that inspection and acceptance will be at destination and source inspection should be specified only if required by Part 46. If inspection and acceptance are to be performed at destination, advance copies of the purchase order shall be furnished to consignee(s) for material receipt purposes. Receiving reports shall be accomplished immediately upon receipt and acceptance of material.</p> <p>(e) F.o.b. destination shall be specified for supplies to be delivered within the United States, except Alaska and Hawaii, unless there are valid reasons to the contrary.</p> <p>(f) Each purchase order shall contain a determinable date by which delivery of supplies or performance of services is required.</p> <p>(g) The contracting officer's signature on purchase orders shall be in accordance with 4.101. Facsimile signature may be used in the production of purchase orders by automated methods.</p> <p>(h) Distribution of copies of purchase orders and related forms shall be limited to those copies required for essential administration and transmission of contractual information.</p>	<p>(a) Except as provided under the unpriced purchase order method (see 13.502), purchase orders shall be issued on a fixed-price basis unless otherwise authorized by agency procedures.</p> <p>(b) Purchase orders shall include any trade and prompt payment discounts that are offered, consistent with the applicable principles in 14.408-3.</p> <p>(c) Purchase orders shall specify the quantity of supplies or services ordered.</p> <p>(d) Inspections under simplified acquisition procedures shall be as prescribed in Part 46. Orders generally shall provide that inspection and acceptance will be at destination, and source inspection should be specified only if required by Part 46. If inspection and acceptance are to be performed at destination, advance copies of the purchase order shall be furnished to consignee(s) for material receipt purposes. Receiving reports shall be accomplished immediately upon receipt and acceptance of material.</p> <p>(e) F.o.b. destination shall be specified for supplies to be delivered within the United States, except Alaska and Hawaii, unless there are valid reasons to the contrary.</p> <p>(f) Each purchase order shall contain a determinable date by which delivery of supplies or performance of services is required.</p> <p>(g) The contracting officer's signature on purchase orders shall be in accordance with 4.101. Facsimile signature may be used in the production of purchase orders by automated methods.</p> <p>(h) Distribution of copies of purchase orders and related forms shall be limited to those copies required for essential administration and transmission of contractual information.</p>

13.502 Unpriced purchase orders.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
<p>(a) An unpriced purchase order is an order for supplies or services, the price of which is not established at the time of issuance of the order.</p>	<p>(a) An unpriced purchase order is an order for supplies or services, the price of which is not established at the time of issuance of the order.</p>

(b) An unpriced purchase order may be used only when—
(1) It is anticipated that the transaction will not exceed the small purchase limit;

(2) It is impractical to obtain pricing in advance of issuance of the purchase order; and

(3) The purchase is for—

(i) Repairs to equipment requiring disassembly to determine the nature and extent of repairs;

(ii) Material available from only one source and for which cost cannot be readily established; or

(iii) Supplies or services for which prices are known to be competitive but exact prices are not known (e.g., miscellaneous repair parts, maintenance agreements).

(c) Unpriced purchase orders may be issued by using written purchase orders or ~~written telecommunications~~ (see 13.506). A realistic monetary limitation, either for each line item or for the total order, shall be placed on each unpriced purchase order ~~(see 13.507(d))~~. The monetary limitation shall be an obligation subject to adjustment when the firm price is established. The contracting office shall follow-up each order to ensure timely pricing. The contracting officer or the contracting officer's designated representative shall review the invoice price and, if reasonable ~~(see 13.106(b))~~, process the invoice for payment.

(b) An unpriced purchase order may be used only when—

(1) It is anticipated that the transaction will not exceed— (i) \$50,000; or (ii) \$100,000 when the contracting office of an agency has certified interim or full FACNET (see 13.103(b)).

(2) It is impractical to obtain pricing in advance of issuance of the purchase order; and

(3) The purchase is for—

(i) Repairs to equipment requiring disassembly to determine the nature and extent of repairs;

(ii) Material available from only one source and for which cost cannot be readily established; or

(iii) Supplies or services for which prices are known to be competitive but exact prices are not known (e.g., miscellaneous repair parts, maintenance agreements).

(c) Unpriced purchase orders may be issued by using written purchase orders or **electronically** (see 13.506). A realistic monetary limitation, either for each line item or for the total order, shall be placed on each unpriced purchase **order**. The monetary limitation shall be an obligation subject to adjustment when the firm price is established. The contracting office shall follow-up each order to ensure timely pricing. The contracting officer or the contracting officer's designated representative shall review the invoice price and, if reasonable (see **13.106-2(a)**), process the invoice for payment.

13.505 Purchase order and related forms.

13.505-1 Optional Form (OF) 347, Order for Supplies or Services, and Optional Form 348, Order for Supplies or Services Schedule-Continuation.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
<p>(a) General. (1) Optional Form 347 (illustrated in 53.302-347) and Optional Form 348 (illustrated in 53.302-348) are multipurpose forms designed for the following uses:—(i) Negotiated purchases of supplies or services not in excess of the small purchase limit.</p> <p>(ii) A delivery order for ordering or scheduling deliveries against established contracts or from Government sources of supply.</p> <p>(iii) A receiving and inspection report.</p> <p>(iv) An invoice.</p> <p>(2) Optional Forms 347 and 348 may be used when the agency concerned considers it economical and efficient to do so (also see 13.505-2).</p> <p>(b) Clauses. (1) Clauses generally suitable for most small purchases are incorporated by reference on the</p>	<p>(a) Optional Form 347 (illustrated in 53.302-347) and Optional Form 348 (illustrated in 53.302-348) are multipurpose forms designed for the following:</p> <p>(1) Negotiated purchases of supplies or services.</p> <p>(2) Delivery orders.</p> <p>(3) Inspection and receiving reports.</p> <p>(4) Invoices.</p>

reverse of Optional Form 347 (but see 13.507).

(2) Agencies may add (i) other clauses prescribed by the FAR, as appropriate, and (ii) agency clauses, if they do not conflict with clauses prescribed by the FAR and are designated as agency clauses.

13.505-2 Agency order forms in lieu of Optional Forms 347 and 348.

(a) Order forms used in lieu of Optional Forms 347 and 348 shall conform insofar as practicable with the forms illustrated in 53.302-347 and 53.302-348.

(b) Agencies using agency order forms in lieu of Optional Form 347 may print on those forms the clauses they consider to be generally suitable for most of their small purchases. The clauses, however, (1) should include the clauses incorporated by reference on the reverse of Optional Form 347, (2) may include clauses not listed on the reverse of Optional Form 347 that are prescribed by the FAR, and (3) may include agency clauses, if they do not conflict with clauses prescribed by the FAR and are designated as agency clauses (see 13.507).

(b) Agencies **may use** order forms **other than** Optional Form 347 **and 348 and** may print on those forms the clauses they consider to be generally suitable for their **purchases using simplified acquisition procedures**. The clauses may include agency clauses, if they do not conflict with clauses prescribed by the FAR and are designated as agency clauses.

13.505-2 [Reserved]

13.505-3 Standard Form 44, Purchase Order-Invoice-Voucher.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
<p>(a) Standard Form 44, Purchase Order-Invoice-Voucher (illustrated in 53.301-44) is a pocket-size purchase order form designed primarily for on-the-spot, over-the-counter purchases of supplies and nonpersonal services while away from the purchasing office or at isolated activities. It is a multipurpose form that can be used as a purchase order, receiving report, invoice, and public voucher.</p> <p>(b) Standard Form 44 may be used if all of the following conditions are satisfied:</p> <p>(1) Except for purchases made under unusual and compelling urgency, the amount of the purchase is not over \$2,500. Agencies may establish higher dollar limitations for specific activities or items.</p> <p>(2) The supplies or services are immediately available.</p> <p>(3) One delivery and one payment will be made.</p> <p>(4) Its use is determined to be more economical and efficient than use of other small purchase methods.</p> <p>(c) General procedural instructions governing the use of Standard Form 44 are printed on the form and on the inside front cover of each book of forms.</p>	<p>(a) Standard Form 44, Purchase Order-Invoice-Voucher (illustrated in 53.301-44) is a pocket-size purchase order form designed primarily for on-the-spot, over-the-counter purchases of supplies and nonpersonal services while away from the purchasing office or at isolated activities. It is a multipurpose form that can be used as a purchase order, receiving report, invoice, and public voucher.</p> <p>(b) Standard Form 44 may be used if all of the following conditions are satisfied:</p> <p>(1) The amount of the purchase is at or below the micro-purchase threshold, except for purchases made under unusual and compelling urgency or in support of a contingency operation. Agencies may establish higher dollar limitations for specific activities or items.</p> <p>(2) The supplies or services are immediately available.</p> <p>(3) One delivery and one payment will be made.</p> <p>(4) Its use is determined to be more economical and efficient than use of other simplified acquisition methods.</p> <p>(c) General procedural instructions governing the use of Standard Form 44 are printed on the form and on the inside front cover of each book of forms.</p>

~~13.507(b)~~ Since there is, for all practical purposes, simultaneous placing of purchase orders on Standard Form 44 and delivery of the items ordered, clauses are not required for purchases using this form.

~~(d)~~ Agencies shall provide adequate safeguards regarding the control of forms and accounting for purchases.

(d) Since there is, for all practical purposes, simultaneous placing of purchase orders on Standard Form 44 and delivery of the items ordered, clauses are not required for purchases using this form

(e) Agencies shall provide adequate safeguards regarding the control of forms and accounting for purchases.

13.506 Unsigned electronic purchase orders.

~~13.506 Purchase orders via written telecommunications.~~

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
<p>(a) A written telecommunicated purchase order is an order for supplies or services that is electrically transmitted to a supplier and is not signed by the contracting officer</p> <p>(b) A written telecommunicated purchase order may be used only when all of the following conditions are present:</p> <ol style="list-style-type: none"> (1) Its use is more advantageous to the Government than any other small purchase technique. (2) An unsigned transmitted order is acceptable to the supplier. (3) The order is approved by the contracting officer before its transmission. (4) The order does not require written acceptance by the supplier. (5) The purchasing office retains all contract administration functions. <p>(c) When a written telecommunicated purchase order is used—</p> <ol style="list-style-type: none"> (1) Clauses appropriate to the purchase order shall be incorporated by reference in the transmitted order; (2) Administrative information that is not needed by the supplier should not be transmitted but should be placed only on copies intended for internal distribution; (3) The same distribution shall be made of the transmitted order as is made of written purchase orders; and (4) No purchase order form shall be issued. <p>(d) A written telecommunicated purchase order may be unpriced if it meets the conditions in 13.502.</p>	<p>(a) An unsigned electronic purchase order (EPO) may be issued when the following conditions are present—</p> <ol style="list-style-type: none"> (1) Its use is more advantageous to the Government than any other simplified acquisition method; (2) It is acceptable to the supplier; (3) It is approved by the contracting officer; (4) It does not require written acceptance by the supplier; and (5) The purchasing office retains all contract administration functions. <p>(b) When an unsigned EPO is used—</p> <ol style="list-style-type: none"> (1) Appropriate clauses shall be incorporated by reference; (2) Administrative information that is not needed by the supplier shall be placed only on copies intended for internal distribution; (3) The same distribution shall be made of the unsigned EPO as is made of signed purchase orders; and (4) No purchase order form is required. <p>(c) An unsigned EPO may be unpriced if it meets the conditions in 13.502.</p>

13.507 Provisions and clauses.

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
<p>(a) Except as provided in paragraph (b) below, each purchase order (and each purchase order modification (see 13.503)) shall incorporate all clauses required for or applicable to the particular acquisition. The clauses listed on Optional Form 347, are not necessarily all that are required.</p> <p>(b) Since there is, for all practical purposes, simultaneous placing of purchase orders on Standard Form 44 and delivery of the items ordered, clauses are not required for purchases using this form.</p> <p>(e) The contracting officer shall insert the clause at 52.213-2, Invoices, in purchase orders that authorize advance payments (see 31 U.S.C. 3324(d)(2)) for subscriptions or other charges for newspapers, magazines, periodicals, or other publications (i.e., any publication printed, microfilmed, photocopied, or magnetically or otherwise recorded for auditory or visual usage).</p> <p>(f) The contracting officer shall insert the clause at 52.213-3, Notice to Supplier, in unpriced purchase orders.</p>	<p>(a) Each purchase order (and each purchase order modification (see 13.503)) shall incorporate all clauses required for or applicable to the particular acquisition.</p> <p>(b) The contracting officer shall insert the clause at 52.213-2, Invoices, in purchase orders that authorize advance payments (see 31 U.S.C. 3324(d)(2)) for subscriptions or other charges for newspapers, magazines, periodicals, or other publications (i.e., any publication printed, microfilmed, photocopied, or magnetically or otherwise recorded for auditory or visual usage).</p> <p>(c) The contracting officer shall insert the clause at 52.213-3, Notice to Supplier, in unpriced purchase orders.</p>